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ABSTRACT

This comprehensive and verified employer competency list was developed from a modified DACUM (Developing a Curriculum) process involving business, industry, labor, and community agency representatives from Ohio. This competency list contains nine units (with or without subunits), competencies, and competency builders that identify the occupational, academic, and employability skills needed to enter the agricultural business as a feed and grain worker. Within the outline are three levels of items: core (required, the basis for state vocational competency tests); advancing (needed to advance in an occupation); and futuring (needed to enter and remain in a given occupation 3 to 4 years from now). The units cover the following: (1) general safety precautions; (2) grain; (3) feed; (4) maintenance of facilities and grounds; (5) store sales; (6) agricultural mechanics; (7) marketing; (8) business management; and (9) employability skills. (KC)

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OCAP

OHIO'S COMPETENCY ANALYSIS PROFILE

AGRICULTURAL BUSINESS FEED AND GRAIN WORKER

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Ohio's Future at Work

Division of Vocational and Career Education
Ohio Department of Education

Vocational Instructional Materials Laboratory
Center on Education and Training for Employment
THE OHIO STATE UNIVERSITY

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What is OCAP?

"A comprehensive and verified employer competency list will be developed and kept current for each program." This is the second objective of Imperative 3 of the *Action Plan for Accelerating the Modernization of Vocational Education: Ohio's Future at Work*. Ohio's Competency Analysis Profile (OCAP) lists are the Division of Vocational and Career Education's response to that objective. OCAP lists evolve from a modified DACUM process involving business, industry, labor, and community agency representatives from throughout Ohio. The OCAP process is directed by the Vocational Instructional Materials Laboratory at The Ohio State University's Center on Education and Training for Employment.

How is OCAP used?

Each OCAP contains units (with and without subunits), competencies, and competency builders that identify the occupational, academic, and employability skills needed to enter a given occupation or occupational area. Within that outline there are three levels of items: core, advancing, and futuring. Core items are essential to entry-level employment. These items are required to be taught and will be the basis for questions on the state vocational competency tests (scheduled to begin in FY93). Advancing items (marked with one asterisk) are needed to advance in a given occupation. Futuring items (marked with two asterisks) are needed to enter and remain in a given occupation three to four years from now.

Districts may add as many units, subunits, competencies, and competency builders as desired to reflect local employment needs, trends, and specialties. Local advisory committees should be actively involved in the identification and verification of additional items. Using OCAP lists, instructors will be able to formulate their courses of study and monitor competency gains via the new competency testing program.

The **Employability Skills** portion of this list was verified by the following employer panel:

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OHIO COMPETENCY ANALYSIS PROFILE

AGRICULTURAL BUSINESS FEED AND GRAIN WORKER

UNIT 1: General Safety Precautions

COMPETENCY 1.0.1: Maintain safe work environment

COMPETENCY BUILDERS:

1.0.1.1 Read and follow safety information
1.0.1.2 Organize and maintain clean and safe work area
1.0.1.3 Identify hazardous materials and location of Material Safety Data Sheets (MSDS)
1.0.1.4 Comply with government regulations including, but not limited to, Occupational Safety and Health Administration, Environmental Protection Agency, Food and Drug Administration, Federal Grain Inspection Service, and state and federal regulations
1.0.1.5 Identify and correct safety hazards*
1.0.1.6 Install and maintain safety devices*
1.0.1.7 Continue to monitor regulation updates**

COMPETENCY 1.0.2: Apply safe work habits

COMPETENCY BUILDERS:

1.0.2.1 Wear protective clothing and equipment
1.0.2.2 Use safe lifting and carrying methods
1.0.2.3 Read and follow label information
1.0.2.4 Maintain and use slow moving vehicle signs when operating vehicles on road
1.0.2.5 Keep riders off mobile equipment

COMPETENCY 1.0.3: Operate and maintain equipment

COMPETENCY BUILDERS:

1.0.3.1 Observe and comply with safety zones around mill equipment
1.0.3.2 Follow safety rules for equipment operation and maintenance
1.0.3.3 Operate equipment defensively
1.0.3.4 Interpret safety symbols
1.0.3.5 Maintain safety shields on all equipment
1.0.3.6 Shut down power equipment before servicing
1.0.3.7 Follow manufacturer's service recommendations
1.0.3.8 Identify and correct potential equipment safety hazards*

* Advancing
** Futuring

UNIT 2: Grain

COMPETENCY 2.0.1: Handle grain

COMPETENCY BUILDERS:

2.0.1.1 Follow general safety precautions
2.0.1.2 Estimate volume of grain
2.0.1.3 Prepare vehicle and load grain
2.0.1.4 Weigh grain on vehicle
2.0.1.5 Prepare scale tickets
2.0.1.6 Prepare bills of lading
2.0.1.7 Unload grain
2.0.1.8 Calculate a blend
2.0.1.9 Complete delivery forms
2.0.1.10 Verify market class or grade on sales ticket
2.0.1.11 Verify weights and prices on sales ticket

COMPETENCY 2.0.2: Analyze grain quality

COMPETENCY BUILDERS:

2.0.2.1 Draw representative sample of grain from truck or railroad car
2.0.2.2 Label grain samples
2.0.2.3 Measure foreign material
2.0.2.4 Conduct grain moisture test
2.0.2.5 Determine test weight of grain
2.0.2.6 Identify type and amount of grain damage
2.0.2.7 Evaluate concentration of insects in grain
2.0.2.8 Identify grain contamination*
2.0.2.9 Prepare for basic grain grading license exam**
2.0.2.10 Prepare for basic commodities futures solicitors license exam**

COMPETENCY 2.0.3: Manage and care for grain storage

COMPETENCY BUILDERS:

2.0.3.1 Operate cleaning equipment
2.0.3.2 Operate aeration equipment
2.0.3.3 Operate drying equipment
2.0.3.4 Operate devices for detecting "hot spots" in stored grain
2.0.3.5 Determine amount of storage space needed to store grain
2.0.3.6 Blend various qualities of grain to meet grade*
2.0.3.7 Develop plans for using damaged grain*
2.0.3.8 Determine storability of grain*
2.0.3.9 Determine where grain should be stored*
2.0.3.10 Store grain according to use, season, and convenience*

* Advancing
** Futuring

UNIT 3: Feed

COMPETENCY 3.0.1: Formulate feeds for livestock

COMPETENCY BUILDERS:

3.0.1.1 Identify product and brand names
3.0.1.2 Follow information on feed tags
3.0.1.3 Calculate costs of rations and feed mixtures
3.0.1.4 Recommend feeding practices
3.0.1.5 Interpret feed analysis reports*
3.0.1.6 Determine amount of feed additives to add to rations*
3.0.1.7 Recommend when rations and mixtures should be changed*
3.0.1.8 Determine substitution nutrients and amounts for a ration*
3.0.1.9 Determine which additives may be fed animals*
3.0.1.10 Recommend ways to improve feed palatability*

COMPETENCY 3.0.2: Use manufacturer's mixing and feeding charts

COMPETENCY BUILDERS:

3.0.2.1 Calculate rations for animals
3.0.2.2 Determine nutrient requirements for animals
3.0.3.3 Determine relative nutritive value of feedstuffs

COMPETENCY 3.0.3: Prepare feed mixtures in feed mill

COMPETENCY BUILDERS:

3.0.3.1 Interpret mixing and feed preparation directions from customers' orders
3.0.3.2 Determine if ingredients are in appropriate form for the feed mixture
3.0.3.3 Adjust preparation equipment
3.0.3.4 Change screens
3.0.3.5 Elevate needed ingredients to preparation equipment
3.0.3.6 Grind feeds
3.0.3.7 Crimp grain
3.0.3.8 Roll grains
3.0.3.9 Pellet feed
3.0.3.10 Bag prepared feeds into bags
3.0.3.11 Elevate bulk feed to truck or storage

COMPETENCY 3.0.4: Mix and blend feeds

COMPETENCY BUILDERS:

3.0.4.1 Locate needed ingredients
3.0.4.2 Add ingredients to feed mixture
3.0.4.3 Incorporate medications into feed mixtures

* Advancing
** Futuring

COMPETENCY 3.0.5: Control feed quality

COMPETENCY BUILDERS:

3.0.5.1 Draw samples for feed analysis
3.0.5.2 Sample raw material
3.0.5.3 Comply with Food and Drug Administration's Good Manufacturing Procedures

COMPETENCY 3.0.6: Deliver feeds

COMPETENCY BUILDERS:

3.0.6.1 Comply with Food and Drug Administration's Good Manufacturing Procedures
3.0.6.2 Clean delivery equipment to remove traces of feed additives from previous deliveries
3.0.6.3 Operate delivery vehicle
3.0.6.4 Provide courteous, efficient customer service

UNIT 4: Maintenance of Facilities and Grounds

COMPETENCY 4.0.1: Maintain storage facilities

COMPETENCY BUILDERS:

4.0.1.1 Inspect bin slides and valves for proper operation
4.0.1.2 Inspect all conveying equipment
4.0.1.3 Clean storage areas
4.0.1.4 Perform preventive maintenance
4.0.1.5 Use rodent control and pest control materials in storage areas
4.0.1.6 Label storage areas
4.0.1.7 Clean grain bins
4.0.1.8 Clean area around feed preparation equipment
4.0.1.9 Clean feed preparation equipment to remove traces of feed additives used in previous orders

COMPETENCY 4.0.2: Maintain grounds

COMPETENCY BUILDERS:

4.0.2.1 Keep grounds free of leaves and litter
4.0.2.2 Control weeds and insects on grounds
4.0.2.3 Mow and trim lawns
4.0.2.4 Remove snow from walkways and driveways
4.0.2.5 Repair and grade driveways

* Advancing
** Futuring

UNIT 5: Store Sales

COMPETENCY 5.0.1: Perform sales-related duties

COMPETENCY BUILDERS:

5.0.1.1 Open and close store or department
5.0.1.2 Differentiate between list price and net price
5.0.1.3 Compute margin
5.0.1.4 Locate merchandise
5.0.1.5 Price merchandise
5.0.1.6 Label products in accordance with state laws
5.0.1.7 Stock shelves
5.0.1.8 Take telephone orders
5.0.1.9 Solicit telephone purchases
5.0.1.10 Prepare purchase orders
5.0.1.11 Answer customer questions
5.0.1.12 Quote grain prices
5.0.1.13 Determine customer needs
5.0.1.14 Complete sales slips
5.0.1.15 Write up sales tickets
5.0.1.16 Compute sales tax
5.0.1.17 Complete tax-exempt form
5.0.1.18 Process debit card and charge card sales transactions
5.0.1.19 Arrange merchandise delivery
5.0.1.20 Order stock
5.0.1.21 Accept returned merchandise
5.0.1.22 Store merchandise
5.0.1.23 Quote current premiums and discounts
5.0.1.24 Calculate current storage and delayed price rates
5.0.1.25 Assist customers
5.0.1.26 Resolve customer complaints

COMPETENCY 5.0.2: Receive feedstuffs and supplies

COMPETENCY BUILDERS:

5.0.2.1 Check merchandise received against shipping slip
5.0.2.2 Check materials received for quality
5.0.2.3 Note shipping discrepancies, shortages, and damages
5.0.2.4 Handle stock to avoid damage

* Advancing
** Futuring

UNIT 6: Agricultural Mechanics

COMPETENCY 6.0.1: Maintain mill equipment and vehicles

COMPETENCY BUILDERS:

6.0.1.1 Perform minor carpentry repairs
6.0.1.2 Paint buildings and equipment
6.0.1.3 Clean and oil electric motors
6.0.1.4 Grease all bearings periodically on equipment
6.0.1.5 Report mechanical problems for all equipment
6.0.1.6 Complete maintenance records
6.0.1.7 Repair and/or replace V-belts and drive chains
6.0.1.8 Keep all tools clean and properly stored
6.0.1.9 Fill gear boxes with gear oil

COMPETENCY 6.0.2: Perform light maintenance on business vehicles

COMPETENCY BUILDERS:

6.0.2.1 Maintain and change tires
6.0.2.2 Replace light bulbs
6.0.2.3 Service battery
6.0.2.4 Change oil and grease business vehicles

COMPETENCY 6.0.3: Operate equipment and vehicles

COMPETENCY BUILDERS:

6.0.3.1 Interpret equipment gauge readings
6.0.3.2 Hitch towed equipment
6.0.3.3 Operate mill equipment under work conditions
6.0.3.4 Refuel tractors and trucks

* Advancing
** Futuring

UNIT 7: Marketing

COMPETENCY 7.0.1: Analyze market

COMPETENCY BUILDERS:

7.0.1.1 Define common grain marketing terms
7.0.1.2 Identify information sources
7.0.1.3 Explain market cycles
7.0.1.4 Obtain market prices
7.0.1.5 Determine daily cash and future prices
7.0.1.6 Describe niche marketing (specialty uses of feed and grain)
7.0.1.7 Determine potential volume of grain produced in trade territory using crop reports
7.0.1.8 Explain relationship of cash grain prices to future markets
7.0.1.9 Develop basis chart for various commodities
7.0.1.10 Compute margins
7.0.1.11 Interpret market reports*
7.0.1.12 Evaluate effect market grades have on market prices*
7.0.1.13 Calculate expected returns and profits*
7.0.1.14 Determine possible returns from different methods of marketing grain*

COMPETENCY 7.0.2: Perform promotional activities

COMPETENCY BUILDERS:

7.0.2.1 Follow up grain purchases and sales to determine customer satisfaction
7.0.2.2 Maintain customer file system
7.0.2.3 Solicit telephone sales
7.0.2.4 Plan territory management
7.0.2.5 Identify potential buyers
7.0.2.6 Prepare advertising materials
7.0.2.7 Analyze and interpret market information*

COMPETENCY 7.0.3: Market products

COMPETENCY BUILDERS:

7.0.3.1 Verify market grades or classes of products sold
7.0.3.2 Complete delayed price transaction
7.0.3.3 Complete hedging transaction
7.0.3.4 Complete forward contract transaction
7.0.3.5 Use electronic marketing
7.0.3.6 Price grain based on grade, weight, and quality
7.0.3.7 Determine when to market*
7.0.3.8 Develop hedging programs appropriate for grain elevator business*

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UNIT 8: Business Management

COMPETENCY 8.0.1: Perform general office work

COMPETENCY BUILDERS:

8.0.1.1 Process incoming and outgoing mail
8.0.1.2 Establish filing system
8.0.1.3 File materials
8.0.1.4 Write correspondence
8.0.1.5 Type materials
8.0.1.6 Schedule and hold appointments
8.0.1.7 Operate computer
8.0.1.8 Use two-way radio
8.0.1.9 Verify customer addresses using directories
8.0.1.10 Take orders and answer customer inquiries by telephone
8.0.1.11 Use calculator and/or other tabulating device
8.0.1.12 Check customer credit references
8.0.1.13 Maintain customer credit records
8.0.1.14 Check received merchandise against invoice listings
8.0.1.15 Check invoices for math errors
8.0.1.16 Complete and mail invoices to collect accounts receivable

COMPETENCY 8.0.2: Perform general banking procedures

COMPETENCY BUILDERS:

8.0.2.1 Write checks
8.0.2.2 Prepare bank deposit slips and make bank deposits
8.0.2.3 Balance bank statements
8.0.2.4 Use electronic banking procedures

COMPETENCY 8.0.3: Inventory business

COMPETENCY BUILDERS:

8.0.3.1 Take physical inventory of structures, facilities, and equipment
8.0.3.2 Calculate amount of grain
8.0.3.3 Determine volume or capacity of storage facilities

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COMPETENCY 8.0.4: Complete general records

COMPETENCY BUILDERS:

8.0.4.1 Maintain inventory records
8.0.4.2 Maintain labor records
8.0.4.3 Maintain accident records
8.0.4.4 Maintain equipment service records
8.0.4.5 Record daily input of feed ingredients
8.0.4.6 Record daily output of processed feed
8.0.4.7 Record information on contractual arrangements
8.0.4.8 Record feed mixing and grinding instructions

COMPETENCY 8.0.5: Manage elevator operations

COMPETENCY BUILDERS:

8.0.5.1 Determine dockage
8.0.5.2 Obtain reasons for blending grains
8.0.5.3 Participate in grain and feed organizations
8.0.5.4 Arrange for transportation and distribution of purchased grains*
8.0.5.5 Negotiate sales and buying contracts*
8.0.5.6 Negotiate storage and handling contracts*
8.0.5.7 Prepare required government reports*

COMPETENCY 8.0.6: Follow legal requirements

COMPETENCY BUILDERS:

8.0.6.1 Comply with federal and state laws regarding grain elevator business
8.0.6.2 Comply with employers' and employees' legal responsibilities
8.0.6.3 Identify local feed mill policies regarding mixing feed additives
8.0.6.4 Establish system for government regulation compliance*

COMPETENCY 8.0.7: Keep business documents secure

COMPETENCY BUILDERS:

8.0.7.1 Put scale tickets in numerical order
8.0.7.2 Store all company records in fireproof secure place
8.0.7.3 Secure all checks and printing equipment associated with generating checks
8.0.7.4 Maintain confidentiality on all company-generated reports
8.0.7.5 Keep customer information confidential

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COMPETENCY 8.0.8: Protect business assets from damage or loss

COMPETENCY BUILDERS:

8.0.8.1 Follow all safety/security procedures
8.0.8.2 Handle inventory items carefully
8.0.8.3 Follow prescribed billing and invoicing procedure
8.0.8.4 Report any observations of theft or vandalism
8.0.8.5 Secure outside displays
8.0.8.6 Adhere to the "golden rule"

UNIT 9: Employability Skills

SUBUNIT 9.1: Career Development

COMPETENCY 9.1.1: Investigate career options

COMPETENCY BUILDERS:

9.1.1.1 Determine interests and aptitudes
9.1.1.2 Identify career options
9.1.1.3 Research occupations matching interests and aptitudes
9.1.1.4 Select career(s) that best match(es) interests and aptitudes
9.1.1.5 Identify advantages and disadvantages of career options, including nontraditional careers
9.1.1.6 Assess differences in wages, annual incomes, and job opportunities based on geographic location
9.1.1.7 Develop a career plan

COMPETENCY 9.1.2: Analyze potential barriers to employment

COMPETENCY BUILDERS:

9.1.2.1 Identify common barriers to employment
9.1.2.2 Develop strategies to overcome employment barriers

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UNIT 9: Employability Skills

SUBUNIT 9.2: Decision Making and Problem Solving

COMPETENCY 9.2.1: Apply decision-making techniques in the workplace

COMPETENCY BUILDERS:

9.2.1.1 Identify the decision to be made
9.2.1.2 Compare alternatives
9.2.1.3 Determine consequences of each alternative
9.2.1.4 Make decisions based on values and goals
9.2.1.5 Evaluate the decision made

COMPETENCY 9.2.2: Apply problem-solving techniques in the workplace

COMPETENCY BUILDERS:

9.2.2.1 Diagnose the problem and its causes
9.2.2.2 Identify alternatives and their consequences in relation to the problem
9.2.2.3 Examine multicultural and nonsexist dimensions of problem solving
9.2.2.4 Utilize resources to explore possible solutions to the problem
9.2.2.5 Compare and contrast the advantages and disadvantages of each solution
9.2.2.6 Determine appropriate action
9.2.2.7 Evaluate results

UNIT 9: Employability Skills

SUBUNIT 9.3: Work Ethic

COMPETENCY 9.3.1: Evaluate the relationship of self-esteem to work ethic

COMPETENCY BUILDERS:

9.3.1.1 Identify special characteristics and abilities in self and others
9.3.1.2 Identify internal and external factors that affect self-esteem

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COMPETENCY 9.3.2: Analyze the relationship of personal values and goals to work ethic both in and out of the workplace

COMPETENCY BUILDERS:

9.3.2.1 Distinguish between values and goals
9.3.2.2 Determine the importance of values and goals
9.3.2.3 Evaluate how values affect goals
9.3.2.4 Identify short-term and long-term goals
9.3.2.5 Prioritize personal goals
9.3.2.6 Describe how personal values are reflected in work ethic
9.3.2.7 Describe how interactions in the workplace affect personal work ethic
9.3.2.8 Examine how life changes affect personal work ethic

COMPETENCY 9.3.3: Demonstrate work ethic

COMPETENCY BUILDERS:

9.3.3.1 Examine factors that influence work ethic
9.3.3.2 Exhibit characteristics that reflect an appropriate work ethic

UNIT 9: Employability Skills

SUBUNIT 9.4: Job-Seeking Skills

COMPETENCY 9.4.1: Prepare for employment

COMPETENCY BUILDERS:

9.4.1.1 Identify traditional and nontraditional employment sources
9.4.1.2 Utilize employment sources
9.4.1.3 Research job opportunities, including nontraditional careers
9.4.1.4 Interpret equal employment opportunity laws
9.4.1.5 Explain the critical importance of personal appearance, hygiene, and demeanor throughout the employment process
9.4.1.6 Prepare for generic employment tests and those specific to an occupation/organization

COMPETENCY 9.4.2: Design a résumé

COMPETENCY BUILDERS:

9.4.2.1 Identify personal strengths and weaknesses
9.4.2.2 List skills and/or abilities, career objective(s), accomplishments/achievements, educational background, and work experience
9.4.2.3 Demonstrate legible written communication skills using correct grammar, spelling, and concise wording
9.4.2.4 Complete résumé using various formats
9.4.2.5 Secure references

COMPETENCY 9.4.3: Complete and process job application forms

COMPETENCY BUILDERS:

9.4.3.1 Explain the importance of an application form
9.4.3.2 Identify ways to obtain job application forms
9.4.3.3 Describe methods for handling illegal questions on job application forms
9.4.3.4 Demonstrate legible written communications skills using correct grammar, spelling, and concise wording
9.4.3.5 Return application to proper person, request interview, and follow up

COMPETENCY 9.4.4: Demonstrate interviewing skills

COMPETENCY BUILDERS

9.4.4.1 Investigate interview environment and procedures
9.4.4.2 Explain the critical importance of personal appearance, hygiene, and demeanor
9.4.4.3 Demonstrate question and answer techniques
9.4.4.4 Demonstrate methods for handling difficult and/or illegal interview questions

COMPETENCY 9.4.5: Secure employment

COMPETENCY BUILDERS:

9.4.5.1 Identify present and future employment opportunities within an occupation/organization
9.4.5.2 Research the organization/company
9.4.5.3 Use follow-up techniques to enhance employment potential
9.4.5.4 Compare and evaluate job offers

* Advancing
** Futuring

UNIT 9: Employability Skills

SUBUNIT 9.5: Job Retention Skills

COMPETENCY 9.5.1: Analyze the organizational structure of the workplace

COMPETENCY BUILDERS:

9.5.1.1 Identify and evaluate employer expectations regarding job performance, work habits, attitudes, personal appearance, and hygiene
9.5.1.2 Be aware of and obey all company policies and procedures
9.5.1.3 Examine the role/relationship between employee and employer
9.5.1.4 Recognize opportunities for advancement and reasons for termination

COMPETENCY 9.5.2: Maintain positive relations with others

COMPETENCY BUILDERS:

9.5.2.1 Exhibit appropriate work habits and attitude
9.5.2.2 Identify behaviors to establish successful working relationships
9.5.2.3 Cooperate and compromise through teamwork and group participation
9.5.2.4 Identify alternatives for dealing with harassment, bias, and discrimination based on race, color, national origin, sex, religion, handicap, or age

UNIT 9: Employability Skills

SUBUNIT 9.6: Job Advancement

COMPETENCY 9.6.1: Analyze opportunities for personal and career growth

COMPETENCY BUILDERS:

9.6.1.1 Determine opportunities within an occupation/organization
9.6.1.2 Compare and contrast other opportunities
9.6.1.3 List benefits of job advancement
9.6.1.4 Evaluate factors involved when assuming a new position within or outside an occupation/organization

COMPETENCY 9.6.2: Exhibit characteristics needed for advancement

COMPETENCY BUILDERS:

9.6.2.1 Display a positive attitude
9.6.2.2 Demonstrate knowledge of a position
9.6.2.3 Perform quality work
9.6.2.4 Adapt to changing situations and technology
9.6.2.5 Demonstrate capability for different positions
9.6.2.6 Participate in continuing education/training programs
9.6.2.7 Respect, accept, and work with ALL individuals in the workplace

UNIT 9: Employability Skills

SUBUNIT 9.7: Technology in the Workplace

COMPETENCY 9.7.1: Assess the impact of technology in the workplace

COMPETENCY BUILDERS:

9.7.1.1 Cite how past business/industry practices have influenced present business/industry processes
9.7.1.2 Investigate the use of technology in the workplace
9.7.1.3 Analyze how present skills can be applied to learning new technologies

COMPETENCY 9.7.2: Use a variety of technological applications

COMPETENCY BUILDERS:

9.7.2.1 Explore basic mathematical, scientific, computer, and technological principles
9.7.2.2 Use technology to accomplish assigned tasks
9.7.2.3 Create solutions to problems using technical means

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UNIT 9: Employability Skills

SUBUNIT 9.8: Lifelong Learning

COMPETENCY 9.8.1: Apply lifelong learning to individual situations

COMPETENCY BUILDERS:

9.8.1.1 Define lifelong learning
9.8.1.2 Identify factors that cause the need for lifelong learning

COMPETENCY 9.8.2: Adapt to change

COMPETENCY BUILDERS:

9.8.2.1 Analyze the effects of change
9.8.2.2 Identify reasons why goals change
9.8.2.3 Describe the importance of flexibility when reevaluating goals
9.8.2.4 Evaluate the need for continuing education/training

UNIT 9: Employability Skills

SUBUNIT 9.9: Economic Education

COMPETENCY 9.9.1: Analyze global enterprise systems

COMPETENCY BUILDERS:

9.9.1.1 Identify characteristics of various enterprise systems
9.9.1.2 Examine the relationship between competition, risk, and profit
9.9.1.3 Illustrate how supply and demand influence price

COMPETENCY 9.9.2: Evaluate personal money management

COMPETENCY BUILDERS:

9.9.2.1 Describe the need for personal management records
9.9.2.2 Identify methods of taxation
9.9.2.3 Analyze how credit affects financial security
9.9.2.4 Compare types and methods of investments
9.9.2.5 Prepare a personal budget
9.9.2.6 Be an informed and responsible consumer
9.9.2.7 Analyze the effects of advertising on the consumer

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UNIT 9: Employability Skills

SUBUNIT 9.10: Balancing Work and Family

COMPETENCY 9.10.1: Analyze the effects of family on work

COMPETENCY BUILDERS:

9.10.1.1 Recognize how family values, goals, and priorities are reflected in the workplace
9.10.1.2 Identify present and future family structures and responsibilities
9.10.1.3 Describe personal and family roles
9.10.1.4 Analyze concerns of working parent(s)
9.10.1.5 Examine how family responsibilities can conflict with work
9.10.1.6 Resolve family-related conflicts
9.10.1.7 Explain how to use support systems/community resources to help resolve family-related conflicts

COMPETENCY 9.10.2: Analyze the effects of work on family

COMPETENCY BUILDERS:

9.10.2.1 Identify responsibilities associated with paid and nonpaid work
9.10.2.2 Compare the advantages and disadvantages of multiple incomes
9.10.2.3 Examine how work can conflict with family responsibilities
9.10.2.4 Describe how work-related stress can affect families
9.10.2.5 Identify family support systems and resources

UNIT 9: Employability Skills

SUBUNIT 9.11: Citizenship in the Workplace

COMPETENCY 9.11.1: Exercise the rights and responsibilities of citizenship in the workplace

COMPETENCY BUILDERS:

9.11.1.1 Identify the basic rights and responsibilities of citizenship
9.11.1.2 Examine the history and contributions of all racial, ethnic, and cultural groups

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COMPETENCY 9.11.2: Cooperate with others in the workplace

COMPETENCY BUILDERS:

9.11.2.1 Identify situations in which compromise is necessary
9.11.2.2 Examine how individuals from various backgrounds contribute to work-related situations
9.11.2.3 Demonstrate initiative to facilitate cooperation
9.11.2.4 Give and receive constructive criticism to enhance cooperation

UNIT 9: Employability Skills

SUBUNIT 9.12: Leadership

COMPETENCY 9.12.1: Evaluate leadership styles appropriate for the workplace

COMPETENCY BUILDERS:

9.12.1.1 Identify characteristics of effective leaders
9.12.1.2 Compare leadership styles
9.12.1.3 Demonstrate effective delegation skills
9.12.1.4 Identify opportunities to lead in the workplace

COMPETENCY 9.12.2: Demonstrate effective teamwork skills

COMPETENCY BUILDERS:

9.12.2.1 Identify the responsibilities of a valuable group member
9.12.2.2 Exhibit open-mindedness
9.12.2.3 Identify methods of involving each member of a team
9.12.2.4 Contribute to the efficiency and success of a group
9.12.2.5 Determine ways to motivate others

COMPETENCY 9.12.3: Utilize effective communication skills

COMPETENCY BUILDERS:

9.12.3.1 Demonstrate the importance of listening
9.12.3.2 Demonstrate assertive communication
9.12.3.3 Recognize the importance of verbal and nonverbal cues and messages
9.12.3.4 Analyze written material
9.12.3.5 Prepare written material
9.12.3.6 Give and receive feedback
9.12.3.7 Articulate thoughts
9.12.3.8 Use appropriate language

UNIT 9: Employability Skills

SUBUNIT 9.13: Entrepreneurship

COMPETENCY 9.13.1: Evaluate the role of small business in the economy

COMPETENCY BUILDERS:

9.13.1.1 Identify the benefits of small business to a community
9.13.1.2 Analyze opportunities for small business in a community

COMPETENCY 9.13.2: Examine considerations of starting a business

COMPETENCY BUILDERS:

9.13.2.1 Research a business idea
9.13.2.2 Compare various ways to become a small business owner
9.13.2.3 Investigate factors to consider in financing a new business
9.13.2.4 Evaluate entrepreneurship as a career option

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